NOA 819 – AVAILABILITY PAY

Definition: Availability pay is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty bases on the needs of the employing agency.

STEP	ACTION
1	Create the RPA from the Navigation List – Click on **Request for Personnel Actions–>Other Pay** or open the existing 819 RPA from the Civilian Inbox.
2	Complete the **REQUESTING INFO** Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **819** • Authority Code (use LOV or type it in) = **Z2S** *(P.L. 103-329, Sec. 633)*
3	Complete the **POSITION DATA** Tab of the RPA: • Block 20D Other Pay 　　Availability Pay Premium Pay Indicator (click on LOV) – *system generated = J* 　　Availability Pay Amount – *system generated based on input of Premium Pay Indicator*
4	Complete the **REMARKS AND ADDRESS** Tab of the RPA: • Part F – Remarks for SF-50: 　P99　　Salary in block 20 includes availability pay of $ _____.
5	Click on **<Save>** icon to save
6	Click on the **EXTRA INFORMATION** button and complete the following DDFS: **US FED AGENCY DATA** 　　Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save. ➢ Click **<OK>** and **<Save>**
7	Close **<Extra Information>** window to return to the RPA.
8	Click on the **<Save>** icon to route the RPA or to Update HR.